Access a Direct Report Appraisal

Step-by-Step Instructions

Step 1   Navigate to your **Oracle Homepage.**

Step 2   Navigate to **eportal.montgomerycountymd.gov**.

Step 3   Sign in to **accessMCG.**

The *ePortal for County Systems and Applications* page opens.

Step 4   Click the **Employee Self-Service** option.

Step 5   Click the blue **Go to Employee Self-Service** button.

Your *Oracle eBusiness Homepage* opens.

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Step 6   Click your **MCG HR Manager Access** link in the Navigator section of your Oracle eBusiness Homepage.

Step 7   Click the **Performance Management** link that now displays at right.

Step 8   Locate the **Performance Management Plan** in the Focus Task section for the appropriate fiscal year.

IMPORTANT: Be careful to select the Plan for the correct fiscal year.

Due to the combination of fiscal, increment and calendar year employees, plans are open for an extended period. As such, you'll see multiple years of Performance Plans in the Task List.

The *Appraisals As Main Appraiser* page opens.

NOTE: The 'Appraisals in Progress' section displays only direct report appraisals that belong to the selected Performance Plan group.

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Step 9

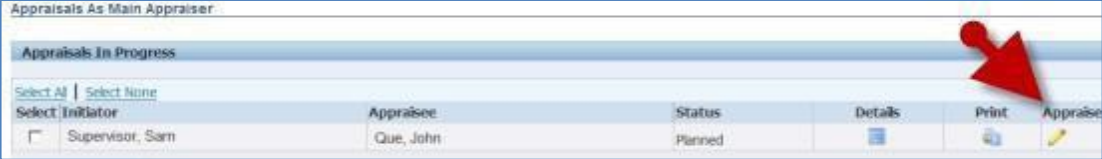Click the **Appraisee** pencil icon to the right of the designed appraisal.

The *Update Standard Appraisal: Overview* page opens.

You are now in the appraisal.

IMPORTANT: The status of the appraisal determines the first page to display. After publication, the first appraisal status is 'Planned'. Therefore, the appraisal has opened to the editable page. If the appraisal were in some other status, it would open to a view-only, review page where the 'Edit Appraisal' button would be required to advance to the   editable page.

The appraisal is one page. To build, you will start with the top section and scroll down as each of three (3) required sections (Competencies, Objectives, and Career Development) is completed. Refer to the **Create a Direst Report Job Aide.**

End of Procedure.